

D2 Data Driven Software Instructional Management System



Scanning and Scoring Training Manual

Revised October 08, 2007



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INSTALLATION OF THE SCANNING INTERFACE

Although your district is using D2SC for scanning exams and diagnostic tests, teachers and administrators ARE NOT scanning through the D2SC INTERNET/WEB Application. In order to communicate directly with the Scantron, NCS, OR Multi-Function Printer/scanner, a small program must be installed on the computer attached to the scanner/printer.

Therefore, you must FIRST install the necessary software!

Step 1 Launch Self-Extractor executable



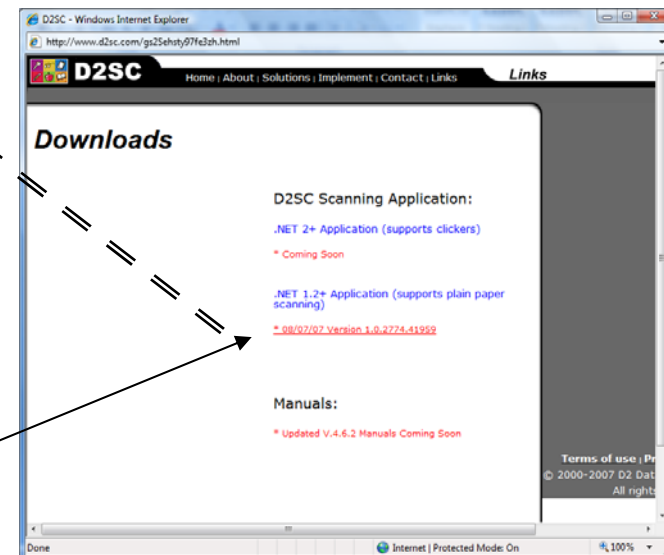
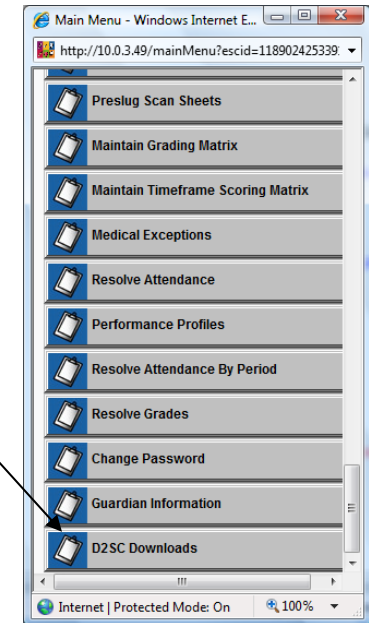
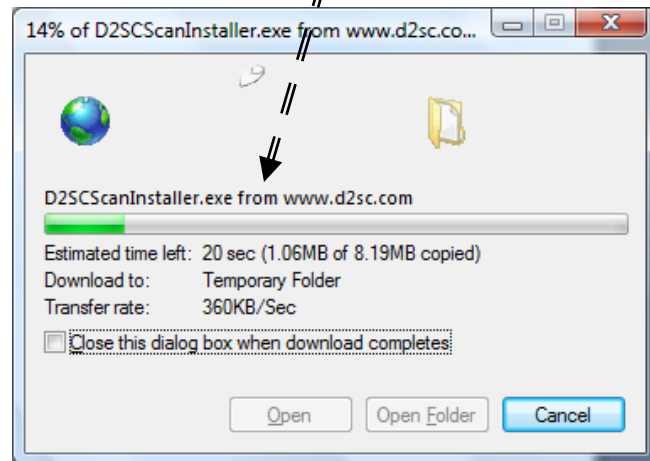
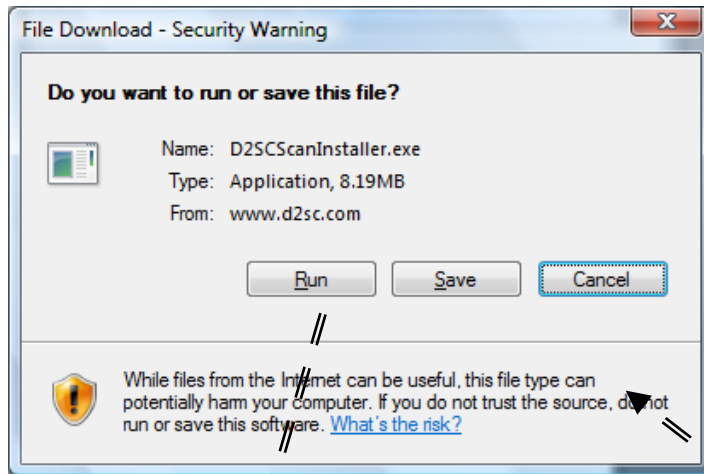
Step 2 Launch Installation executable



INSTALLATION OF THE SCANNING INTERFACE (Cont.)

Step 1: Follow these steps in order to copy the required files to the computer.

- Step A: **Access the D2SC Downloads page** from the main menu.
- Step B: **Choose the appropriate Scanning installer.**
- Step C: **Select Run.** The installer will be downloaded and then launched.

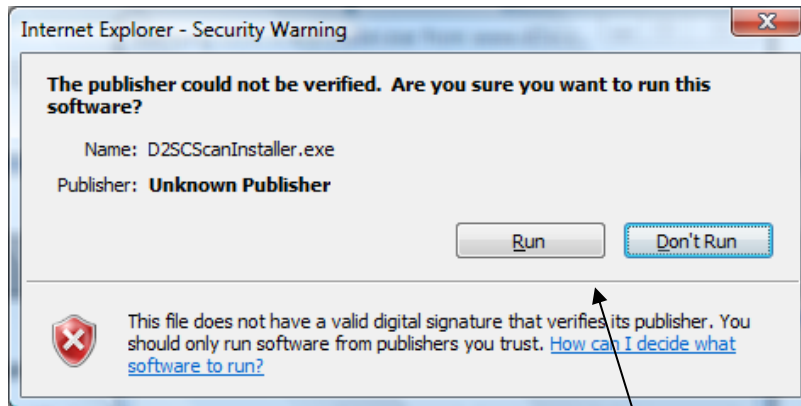




INSTALLATION OF THE SCANNING INTERFACE (Cont.)

Step 2: Follow these steps in launch the *Installation program*.

- Step A: Once the D2SCScanInstaller.exe file finishes downloading, you may receive a Security Warning. **Click on Run to start the Installer.**
- Step B: The Installer will open. Click on Next....



A. This will start the Installer.



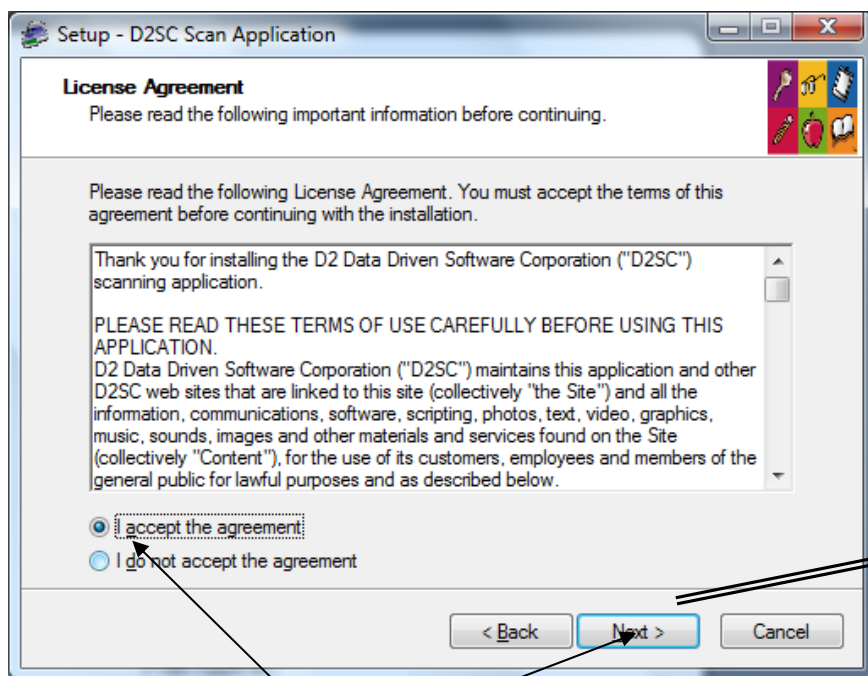
B. Click on Next



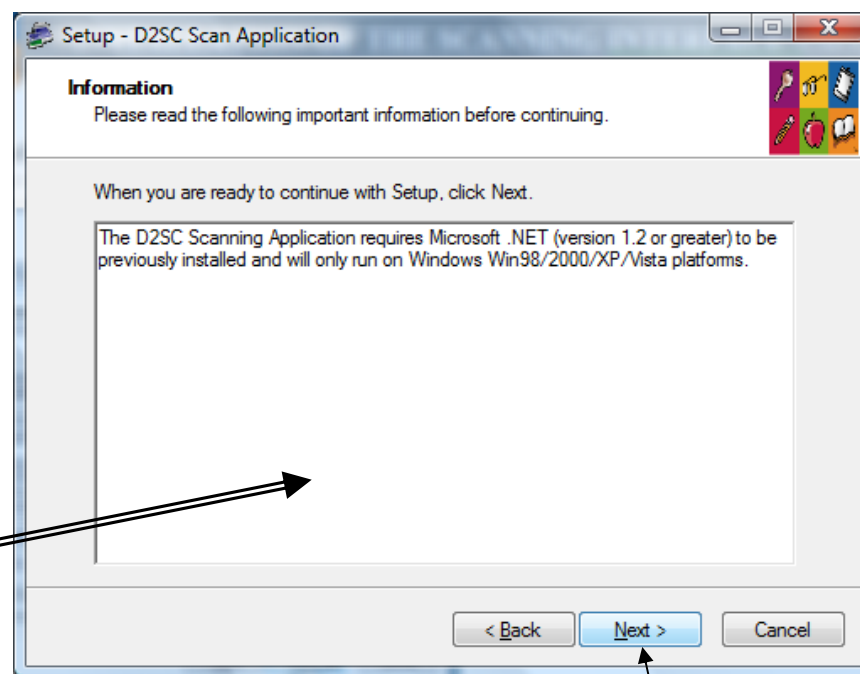
INSTALLATION OF THE SCANNING INTERFACE (Cont.)

Step 3: Install Scanning Application:

- Step A: Read and Accept the Licence Agreement.
- Step B: The D2SC Scanning Application requires .NET 1.2. Click on Next if installed. If this is not installed, press Cancel. If you are running XP or Vista, you should have .NET installed already.



Step A: Accept
License and
click Next



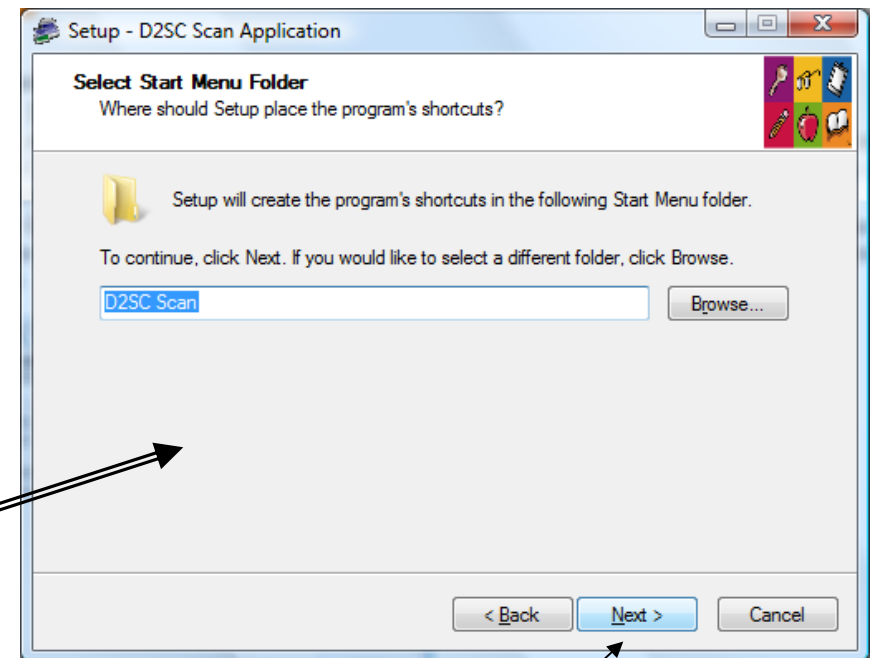
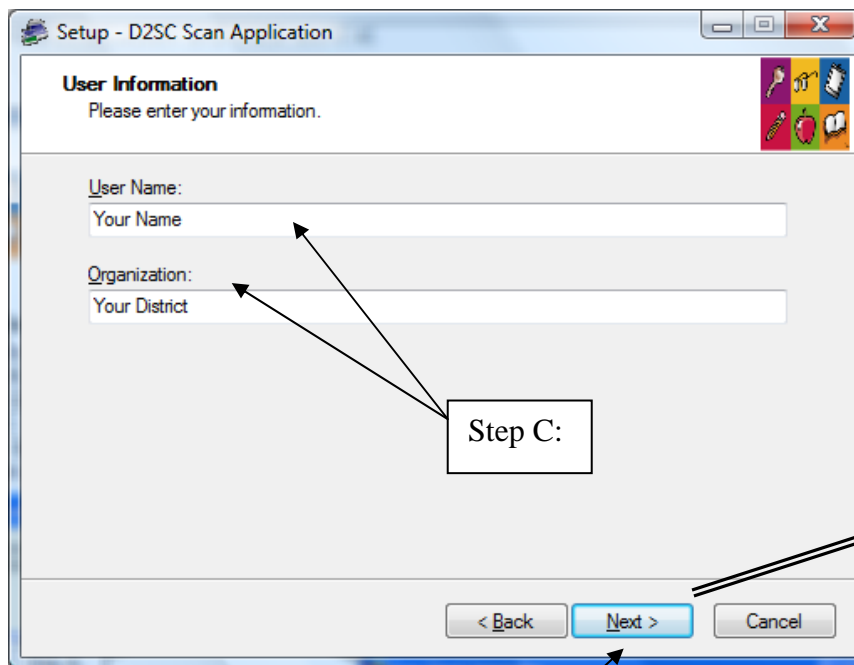
Step B: Click on
Next.



INSTALLATION OF THE SCANNING INTERFACE (Cont.)

Step 3: Install Scanning Application (cont.):

- Step C: Enter your Name and your District Name.
- Step D: A warning giving the user the opportunity to backup any desired scan-related. **Press OK to continue.**
- Step E: Leave the Install Directory the Default and press Next..

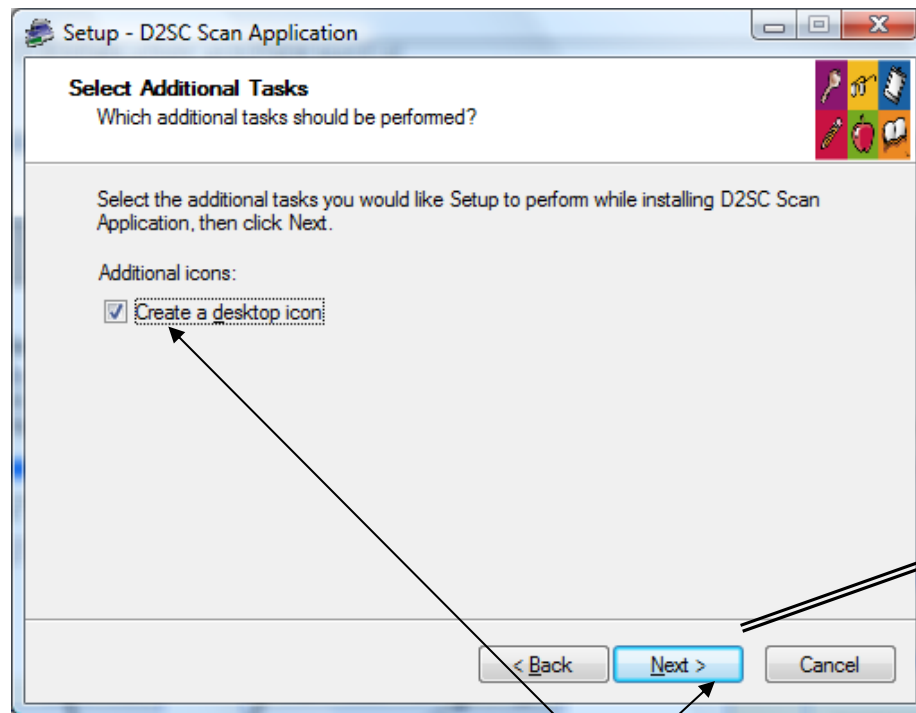




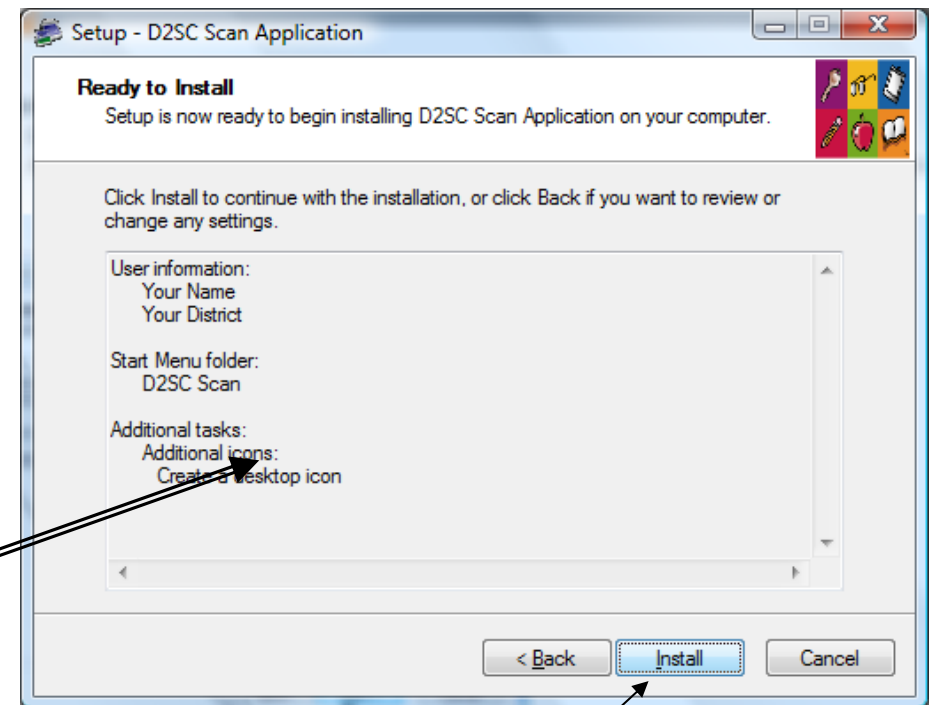
INSTALLATION OF THE SCANNING INTERFACE (Cont.)

Step 3: Install Scanning Application (cont.):

- Step F: Click on the Create a Desktop Icon option and press next.
- Step G: Press Install to begin final Installation process.



Step F:



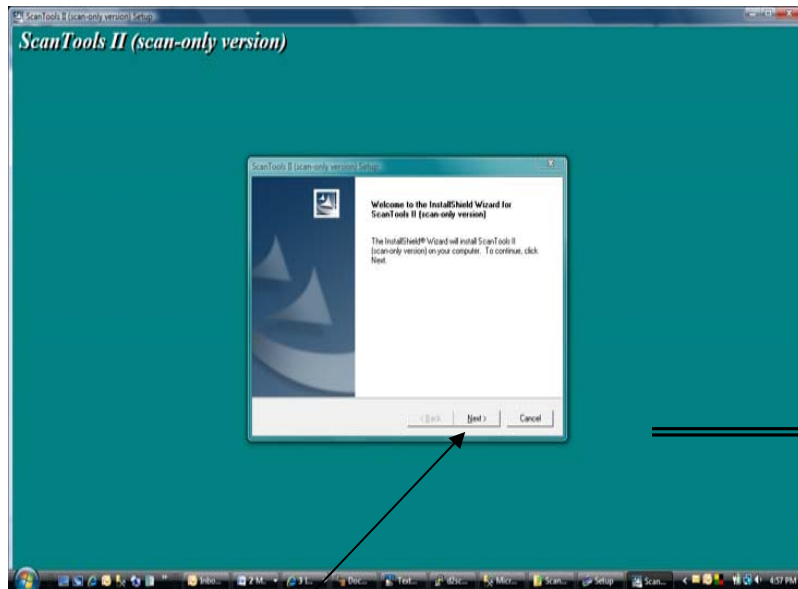
Step G:



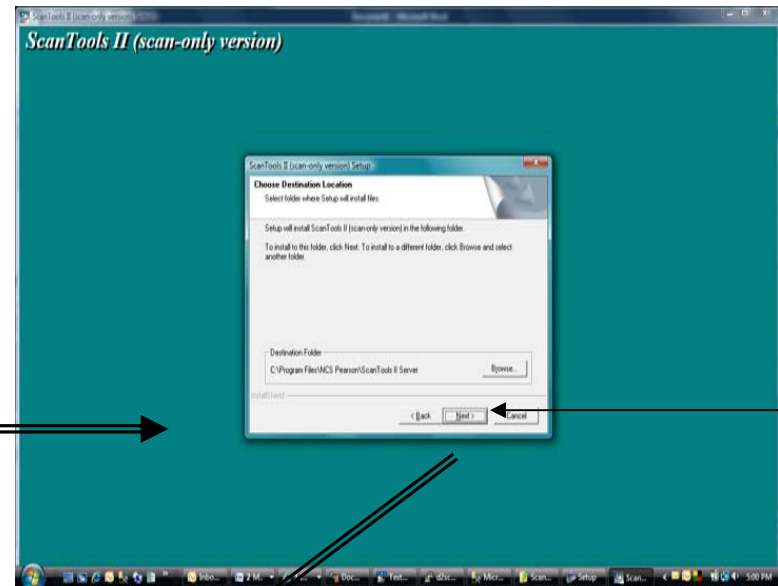
INSTALLATION OF THE SCANNING INTERFACE (Cont.)

Step 4: Installation of NCS Pearson Interface (ScanTools II):

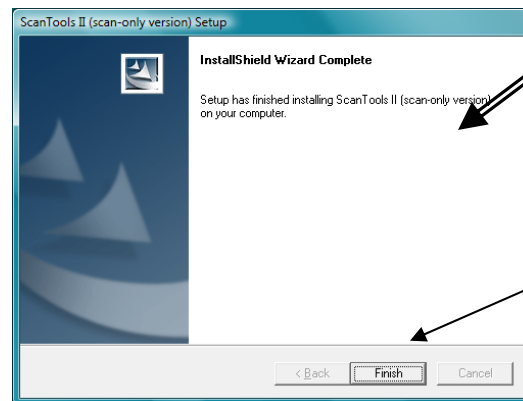
- Once the installation files are copied to your PC, the Install process for the NCS Pearson Interface will begin.
- Step A: A welcome screen will appear. **Press NEXT to continue.**
- Step B: Allow the default for the directory. **Press Next to continue. Follow screens until Finished.**
- Step C: When the NCS Pearson installation is complete, press Finish.



Step A:



Step B:



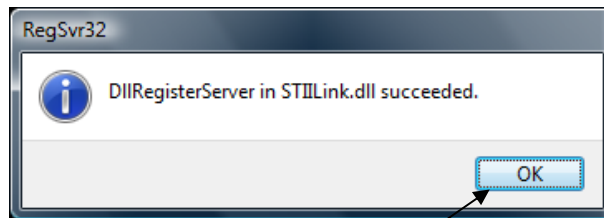
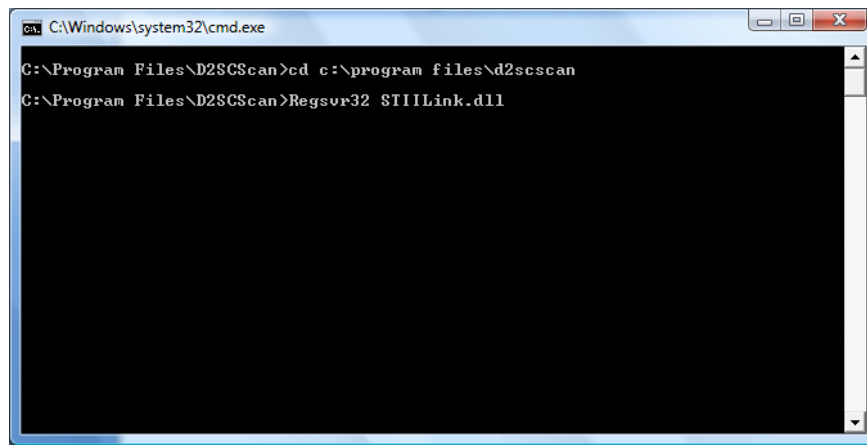
Step C:



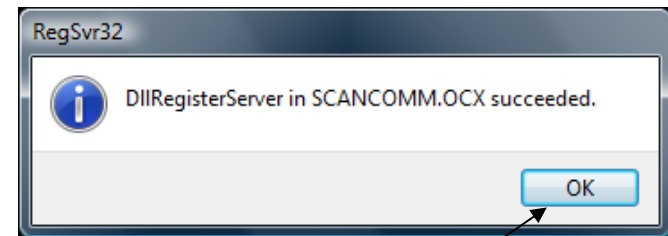
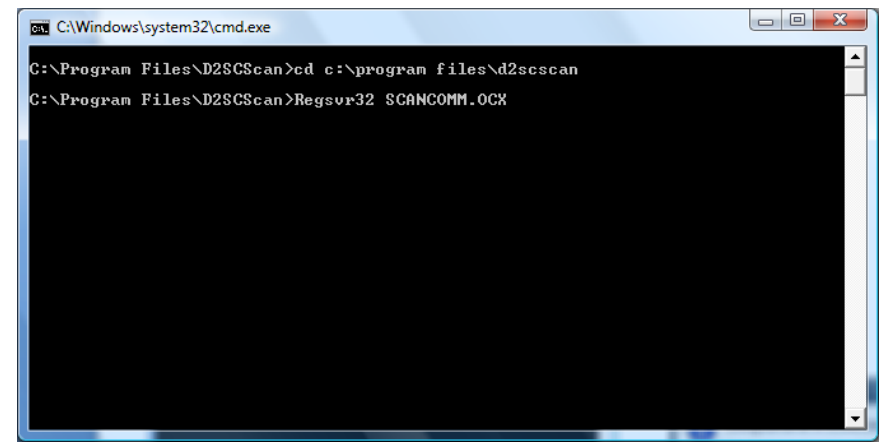
INSTALLATION OF THE SCANNING INTERFACE (Cont.)

Step 5: Installation of Opscan and Scantron Drivers/DLLs:

- Once the installation files the ScanTools II is complete, the driver installation for Pearson/Opscan and Scantron will begin.
- Step A: A Dos Window and .dll success message for the Pearson .dll will appear. **Press Ok to continue.**
- Step B: A Dos Window and .dll success message for the Scantron .dll will appear. **Press Ok to continue.**



Step A:



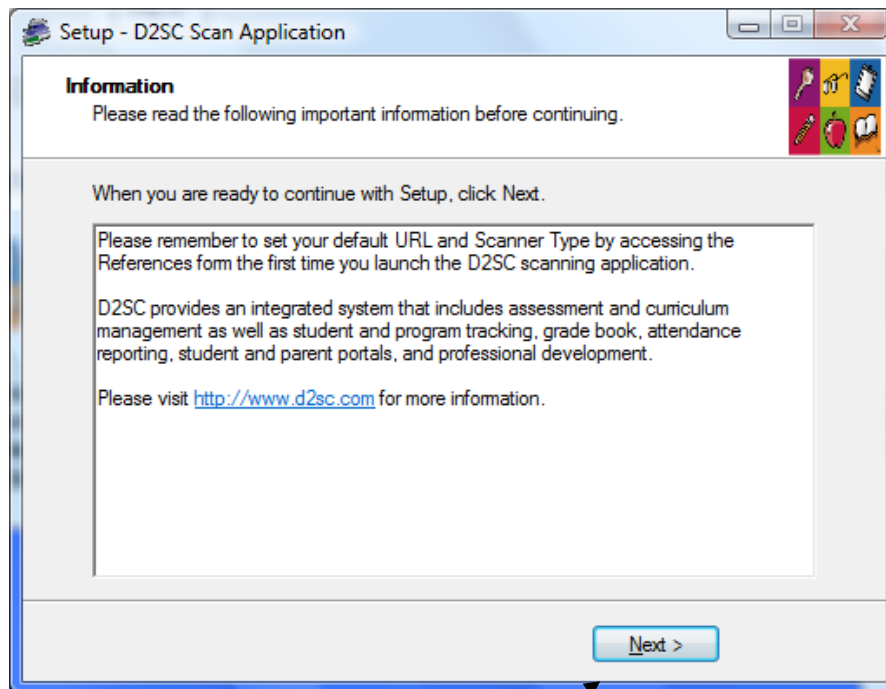
Step B:



INSTALLATION OF THE SCANNING INTERFACE (Cont.)

Step 6: Installation Success Screens:

- Once the installation files the drivers/.dlls are complete, two installation success screens will be displayed.
- Step A: Click on the Next Button.
- Step B: Click on Finish to launch the D2SC Scan Application.



Step A:

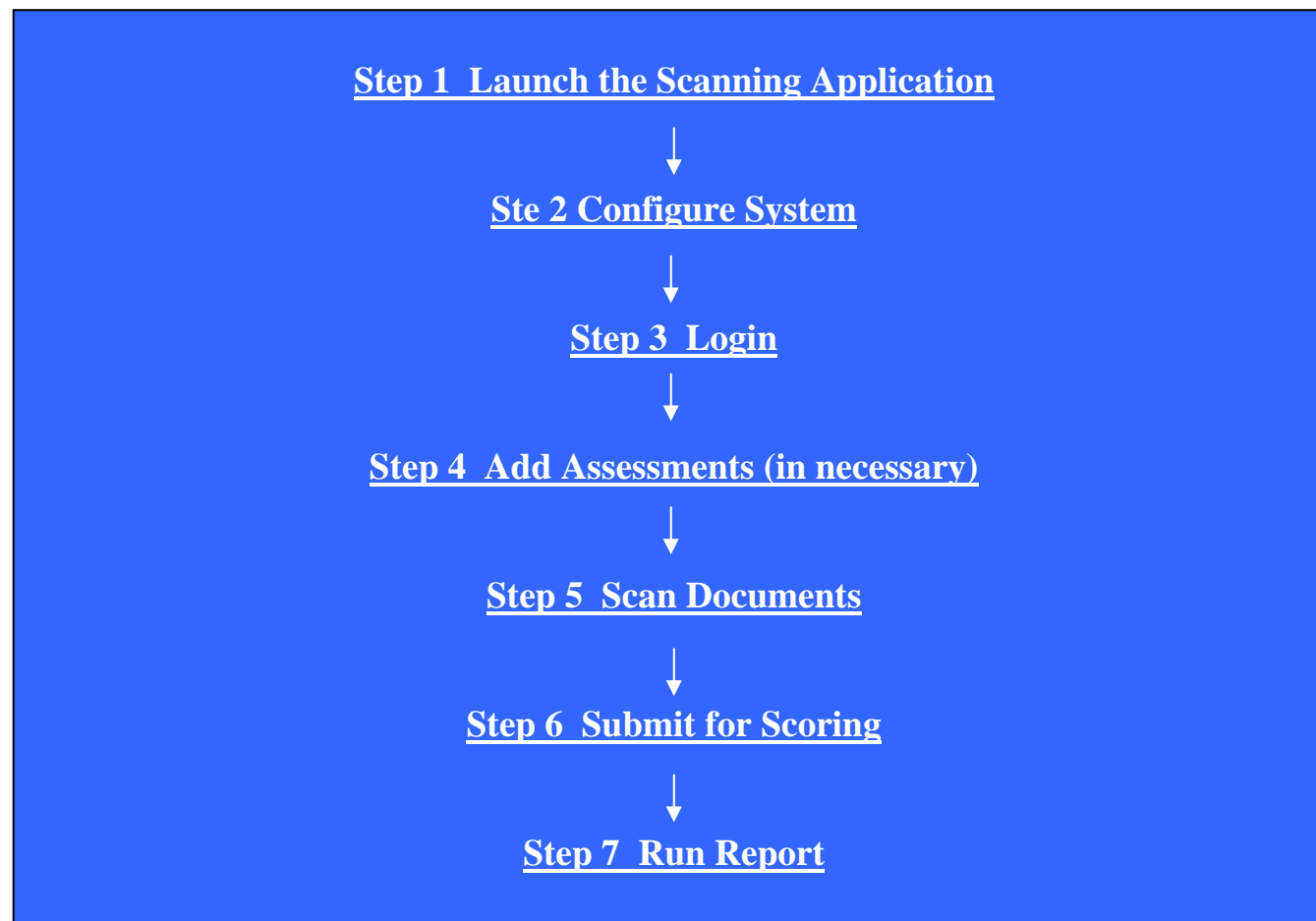


Step B:



THE SCANNING APPLICATION

Although your district is using D2SC for scanning exams and diagnostic tests, teachers and administrators **ARE NOT** scanning through the D2SC INTERNET/WEB Application. In order to communicate directly with the Scantron, NCS, OR Multi-Function Printer/scanner, a user accesses the installed D2SC scanning interface **AND DOES NOT** use the browser interface.





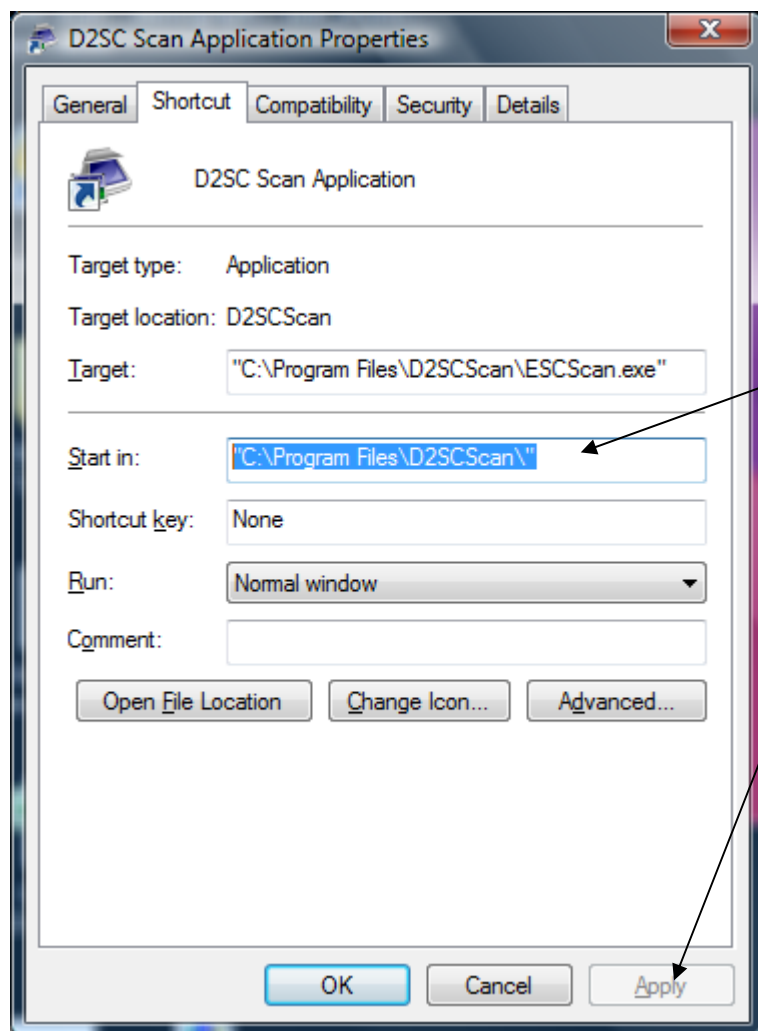
Step 1: Launch the D2SC Scanning Application either from Programs or from the Desktop shortcut.





LAUNCHING THE SCANNING APPLICATION

If you are launching from a desktop icon/shortcut, you may need to adjust the starting location for the shortcut so that the *BROWSE* feature when selecting scan forms will default to the correct directory:



Add the location of the scanning installation directory to the 'Start In:' field and press Apply.

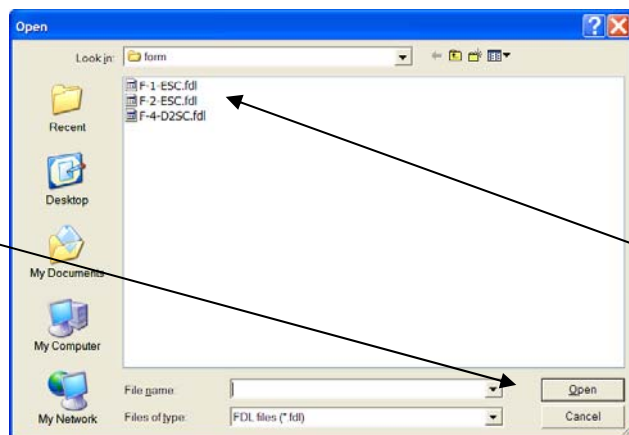
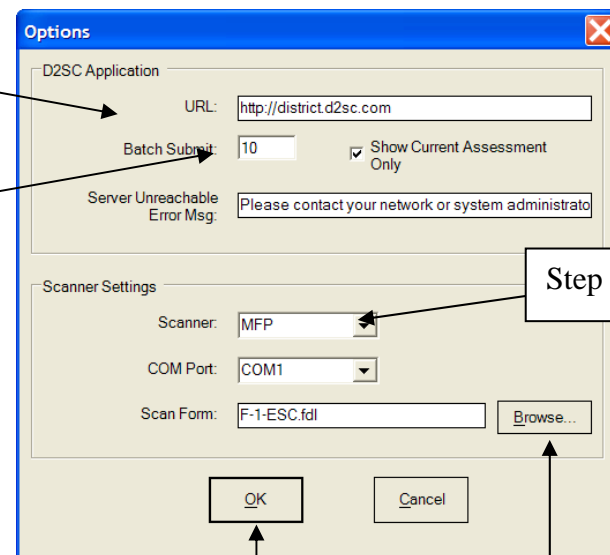
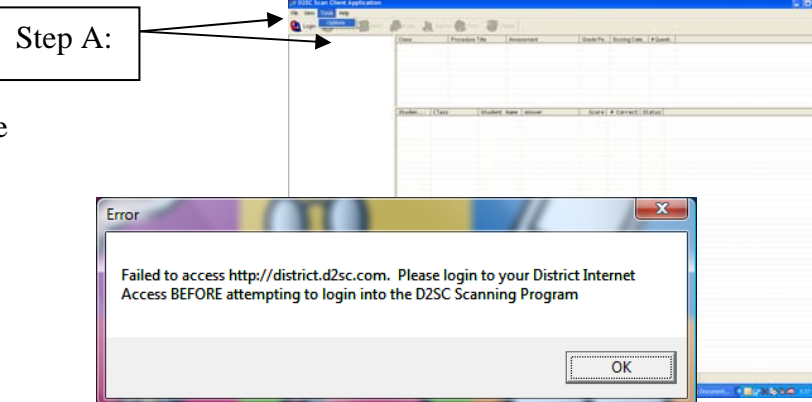


CONFIGURE SYSTEM

The first time you launch the application, the system probably NOT find the correct URL link to your D2SC server and will need to be configured (see warning below). You will need to configure the system to be able to connect and scan.

Step 2: Configure the Scanning Application:

- Step A: Click the **Tools** Option at the top left. Choose 'Options'.
- Step B: Check to make sure that the URL link is the same that you use to access the 'INTERNET' application.
- Step C: Check/Uncheck "Show Current Assessment Only" as desired.
- Step D: Make sure that the Scanner is set to the desired scanner type (for the Brother 8840D, select 'MFP' for multi-function printer).
- Step D: Set the default scanning form. This will be the form that automatically defaults when the user begins the actual scanning process. To select a form, press the 'Browse' button
- Step E: Select the appropriate Files of Type to list available scan forms.
 - SDS – NCS Pearson scanners
 - 800 – Scantron scanners
 - FDL – MFP scanners
- Step F: Select the appropriate scan form and press Open.
- Step G: Press the OK button to save.



Step E:

Step F:

Step B:

Step C:

Step D:

Step G:

Step E:



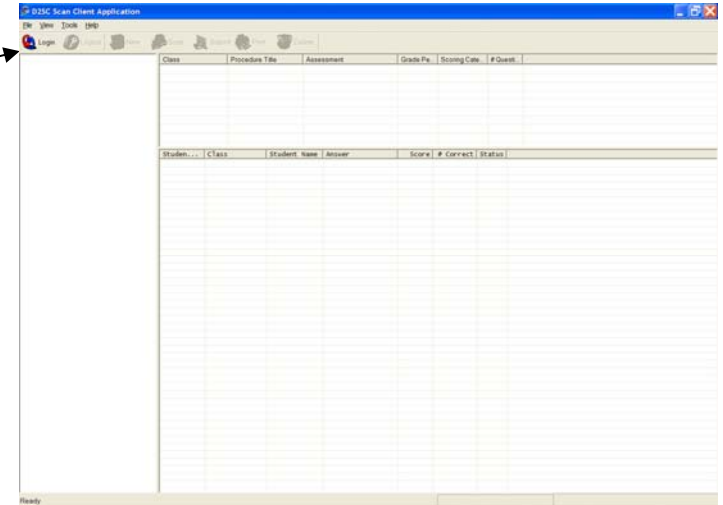
LOGGING INTO THE SCANNING APPLICATION

Step 3: Login to the D2SC Scanning Application:

- Step A: Click the **LOGIN** button.
- Step B: Under User ID in the login screen, type your **USER ID**. Under **Password**, type your **PASSWORD**.
- Step C: Press the **Login** button.

Help Hint: Your UserId and Password is the same used to login to the D2SC Internet Application.

Step A



User Id:

Password:

Login

This is what the screen will look like if the login is invalid.

Login Failed. Please try again

User Id:

Password:

Login

If you get this error, simply correct the User ID and Password and click LOGIN.



‘SCAN BY CLASS’ VS. ‘SCAN BY CAMPUS’

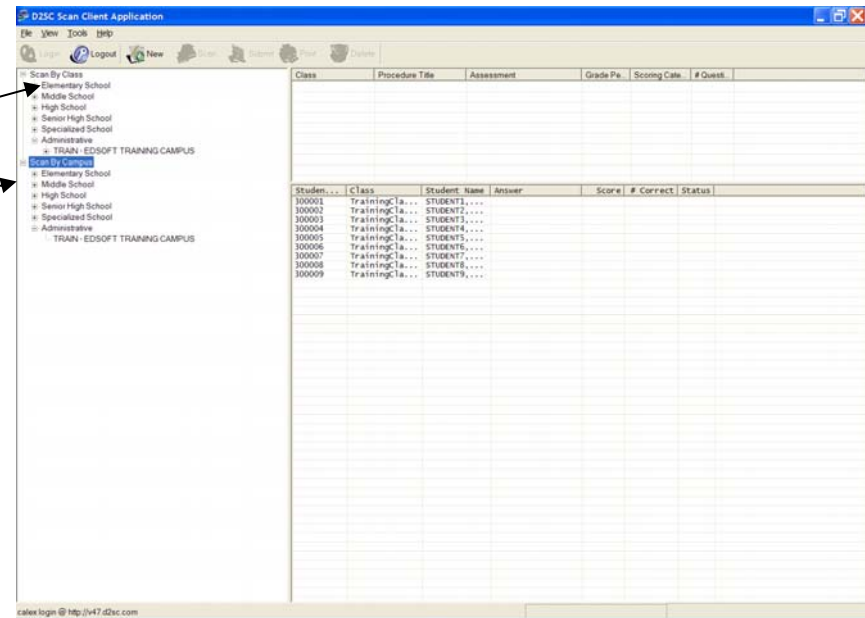
A user has two different methods for scanning student answers:

- **Scan By Class** – used by individual teachers, campus, and district-level users to scan/score a single exam for either a single class OR a single period (if multiple sections are in one period). The user has the ability to release/add an exam to the class using this method.
 - Select a Class
 - Select an Exam
 - Scan student answers sheets (single class)
 - Score student answer sheets (single class)
- **Scan by Campus** – used by campus and district level users to scan/score a single exam for multiple classes at one time. The user DOES NOT HAVE the ability to release/add an exam to the class using this method. The exam must be ‘pre-released’ to the appropriate classes/students using either the ‘Add/Release’ function in Scan by Class OR using the Release QBA function in the D2SC Internet Application.
 - Select an Campus
 - Select an Exam (selecting Content Area and Gradelevel)
 - Scan student answers sheets (multiple classes)
 - Score student answer sheets (multiple classes)

Scan by Class

Scan by Campus

Help Hint: It is very important NOT to release the exam multiple times to the same student (example: in different classes). If you are using the Scan by Campus method, the exam will be scored multiple times and the student/teacher/campus/district reports will be affected by duplicate data.



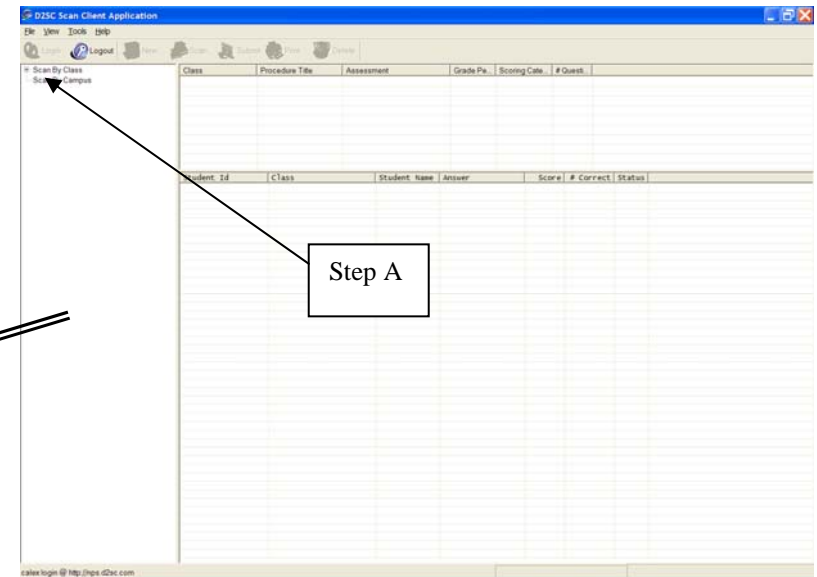
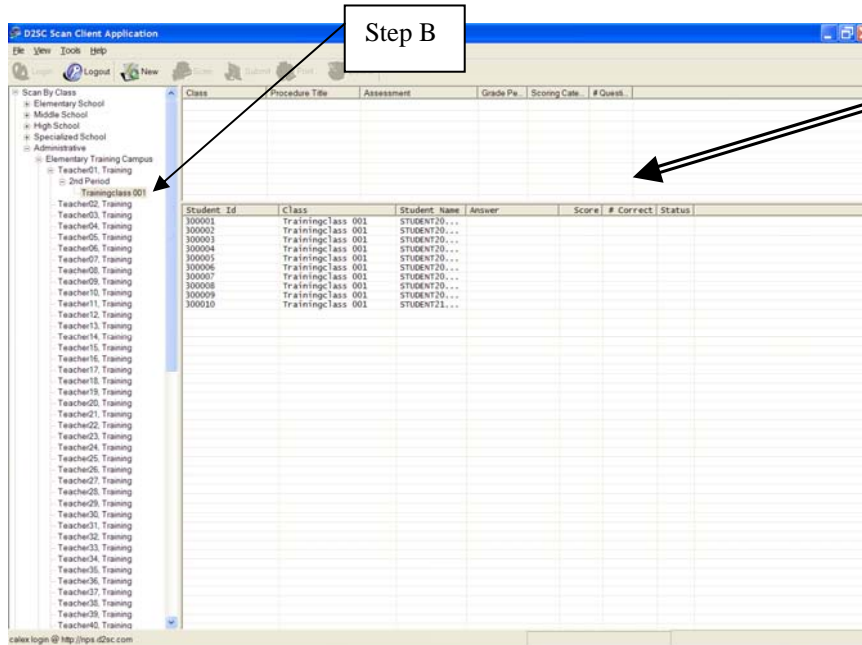


SCAN BY CLASS

Much like adding Assignments to the D2SC Gradebook, an Assessment (Test) must be added to a class before scanning can commence. This may be done at a District/Campus-Level using the Release QBA function in the D2SC Internet Application, or can be done directly in the Scanning Application. Your user role and campus association will determine what class(s) you have access to.

Step 4: Add Assessments/Tests:

- Step A: Once you have successfully logged in, click on the + sign at the top of the navigation tree next to SCAN by CLASS. Continue to 'drill-down' until you select the appropriate class.
- Step B: Click on the name of the desired class. A listing of the assessments/test and students in that class will be displayed.





SCAN BY CLASS (Cont.)

Step 4: Add Assessments/Tests (Cont.):

- Step C: Any tests that have been released and are ready to scan will show up in the box on the top right box. If the desired assessment/test is not displayed, **press the NEW button**. A *Create New Procedure* screen will appear as below:
- Step D: **Select an assessment/test**. Press the Magnifier icon to open the *Test Selection* screen.
- Step E: Drill-down by Content Area, Grade and Course to find the desired assessment/test and highlight it.
- Step F: **Press OK**. The *Test Selection* screen will close.
- Step G: **Change the Title** if desired.
- Step H: Select the appropriate *Grading Period*.
- Step I: Select the appropriate *Scoring Category*.
- Step J: Enter in the desired *Grade Weight*.
- Step K: Select any other class to add the assessment/test to.
- Step L: Press **OK**. The assessment/test is now added to the available list.

The diagram illustrates the process of adding an assessment/test through a series of steps across different application windows:

- Step C:** In the top right corner of the main application window, the **NEW** button is highlighted.
- Step D:** The **Create New Procedure** dialog box is shown. The magnifier icon next to the **Assessment:** field is highlighted.
- Step E:** The **Test Selection** dialog box is shown. The tree view is expanded to **5th GRADE MATHEMATICS**, and **04-05 TC1 G5 MATH** is selected.
- Step F:** The **OK** button in the **Test Selection** dialog box is highlighted.
- Step G:** The **Create New Procedure** dialog box is shown. The **Title:** field is changed to **Quick Test**.
- Step H:** The **Grade Period:** dropdown menu is set to **SIX WEEKS 1**.
- Step I:** The **Scoring Category:** dropdown menu is set to **Daily Work, Homework, Quizzes**.
- Step J:** The **Grade Weight:** text box is set to **100**.
- Step K:** In the **Classes** list, **TrainingClass 3015** is selected (checked).
- Step L:** The **OK** button in the **Create New Procedure** dialog box is highlighted.



SCAN BY CLASS (Cont.)

Step 5: Scan the Testing Documents:

- Step A: **Highlight the desired assessment/test.**
- Step B: **Press the Scan button.** A scanning window will appear. Confirm the information. **MFP users MUST choose the appropriate TWAIN driver from the Source drop-down list.**
- Step C: If you need to change the Scan Form from the DEFAULT, press the **Browse** button. Another window will appear.
- Step D: Select the appropriate form. **Press Open.**
- Step E: Once you have confirmed the information and the scanner is ready, **press the Scan button.** The documents will be scanned and the scanned information will appear on the screen. **NOTE: A 'double-bubble' will appear as an '*' or '?'. A skipped question will appear as a space.**

Help Hint: SCANTRON USERS: It may take a few seconds for the form to load. Make sure that the status bar indicates the scanner is ready.

Step A

Step B

Step C

Step D

Step E

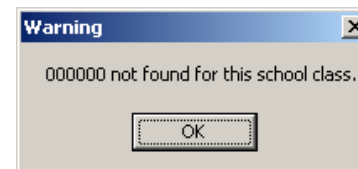
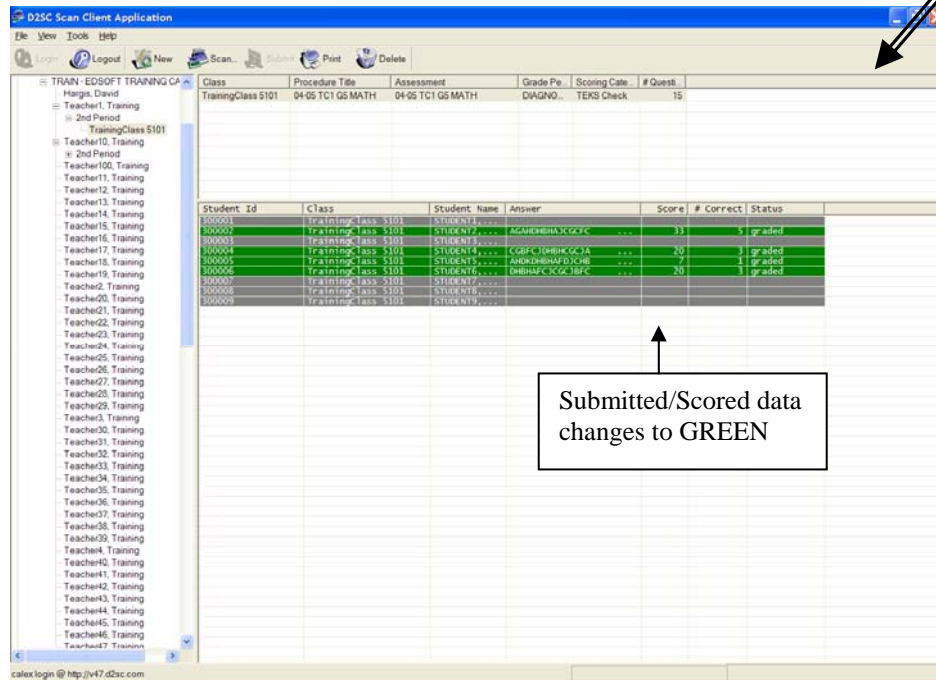
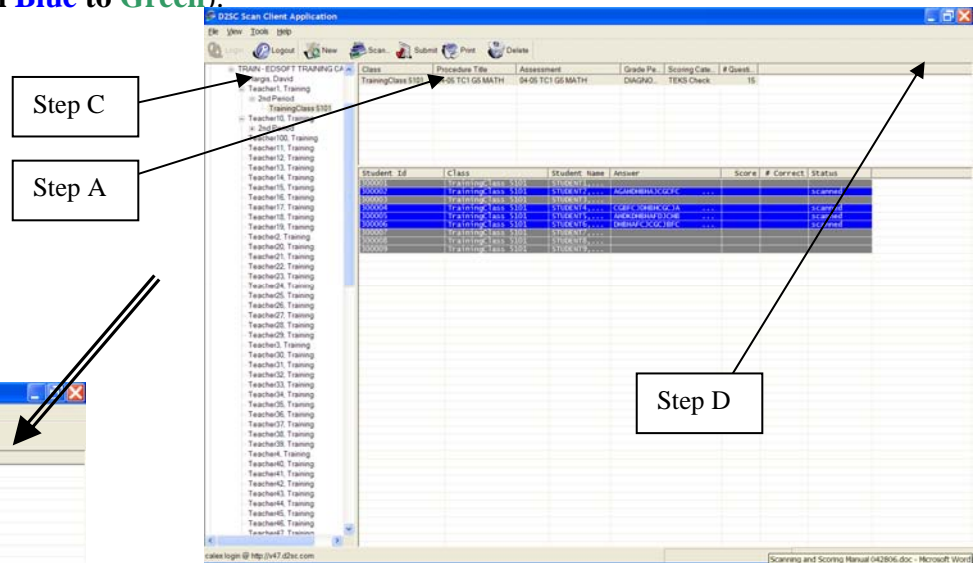
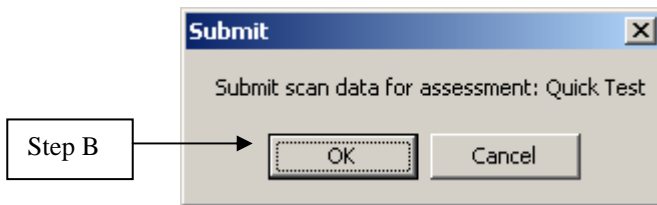
Scanned data appears in BLUE



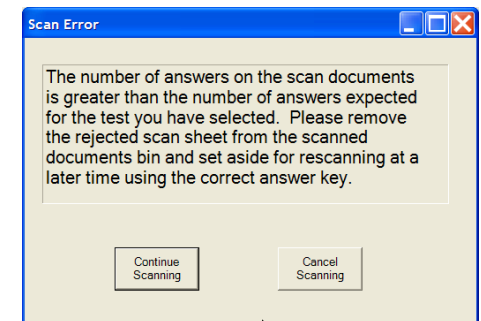
SCAN BY CLASS (Cont.)

Step 6: Submit for Scoring:

- Step A: After you have confirmed all of the scanned answers, **press the Submit Button**:
- Step B: The system will verify that you wish to submit for scoring. **Press 'OK'**. The system will score the assessment and display the score next to the student name (**the rows will turn from Blue to Green**).
- Step C: To Logout, press the logout button.
- Step D: To exit the program, press the 'X' at the top right.



Help Hint: If the system does not recognize the student id, a warning will appear. Press OK to continue scanning the remaining documents



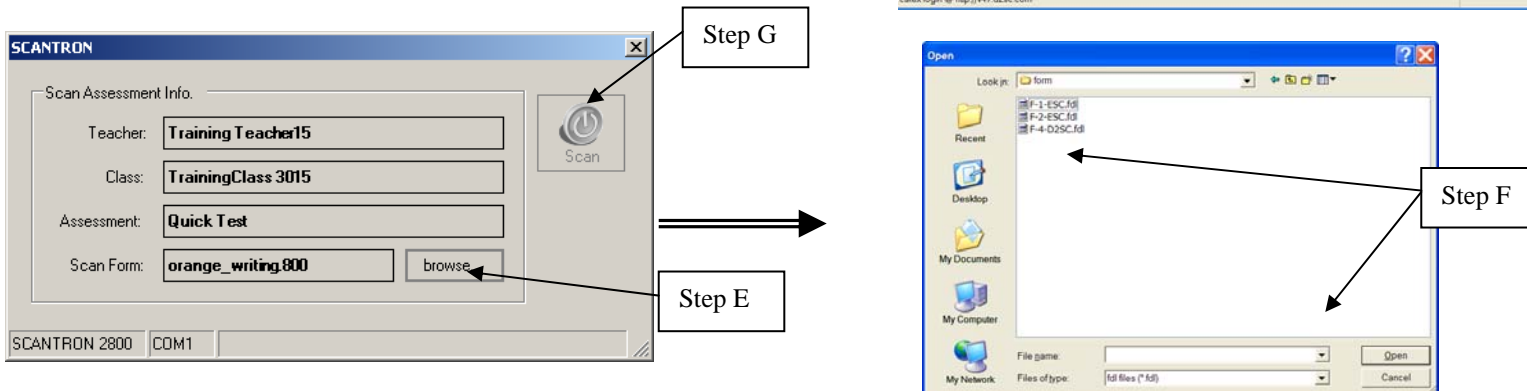
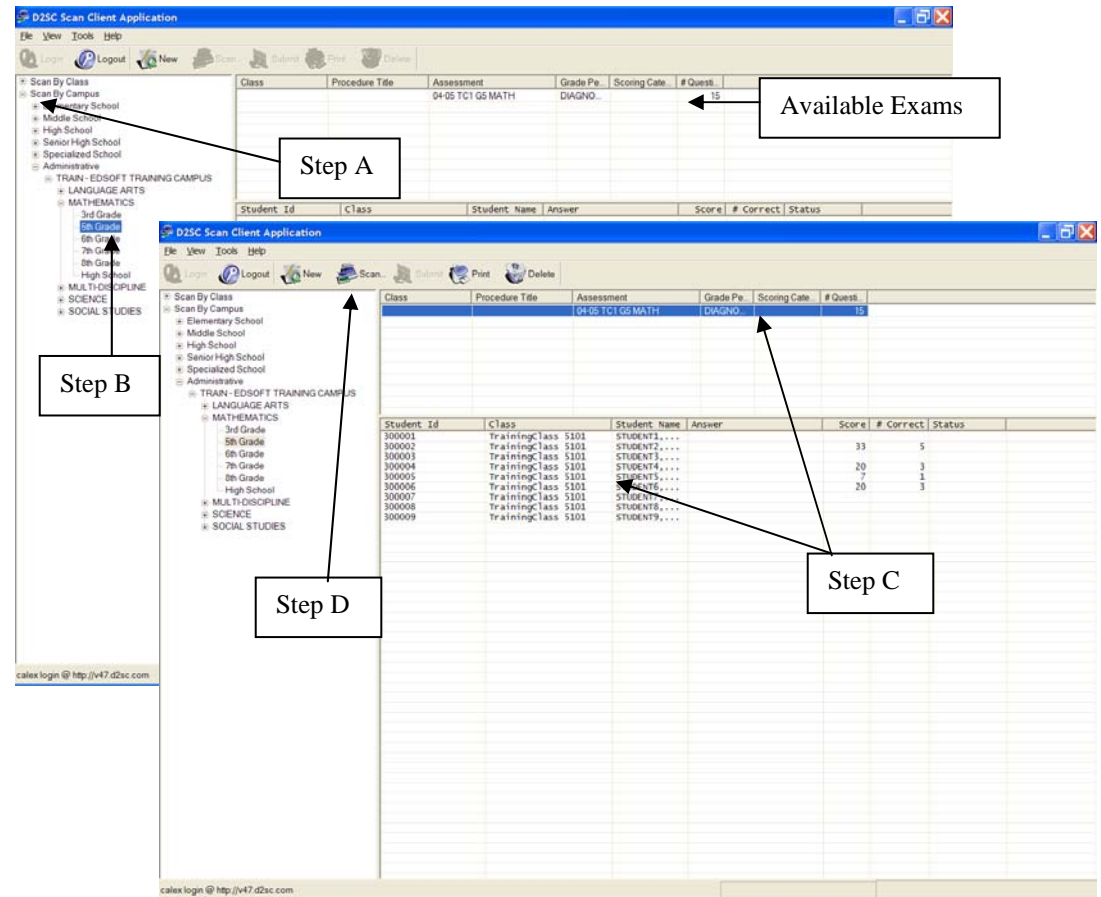
Help Hint: If a student's answer sheet contains more answers than the selected exam, this warning will appear.



SCAN BY CAMPUS

Scanning at a Campus Level

- Step A: To scan on a campus level, select **Scan by Campus** from the tree.
- Step B: **Select the appropriate campus type, campus, content area, and gradelevel.** A listing of available exams released to that campus will be listed.
- Step C: **Select the desired exam.** The exam row will turn **BLUE** and a listing of student, at the selected campus, who have had the exam released will be displayed.
- Step D: Place the stack of student forms for the selected exam in the scanner and **press the Scan button.** A scanning window will appear. Confirm the information.
- Step E: If you need to change the Scan Form, press the **Browse** button. Another window will appear.
- Step F: Select the appropriate form. **Press Open.**
- Step G: Once you have confirmed the information and the scanner is ready, **press the Scan button.**



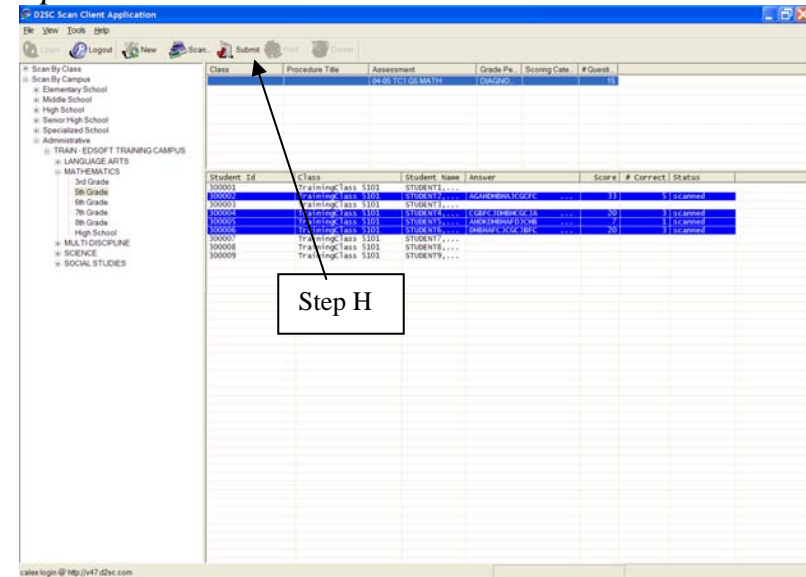
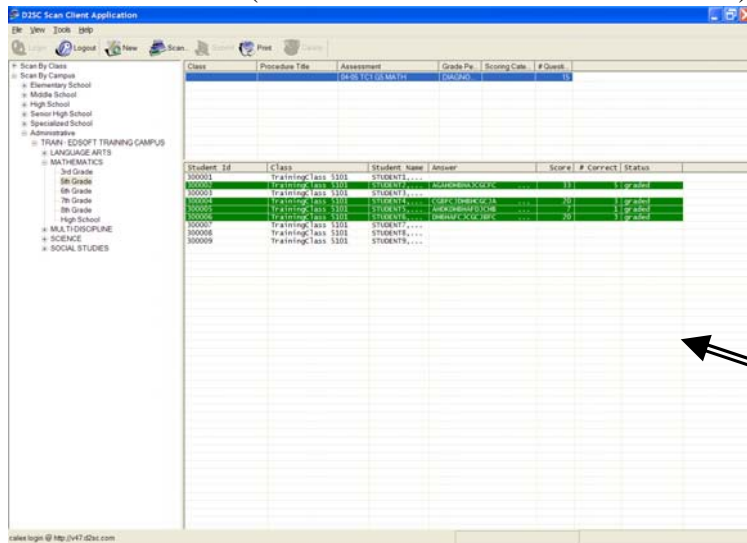


SCAN BY CAMPUS (Cont.)

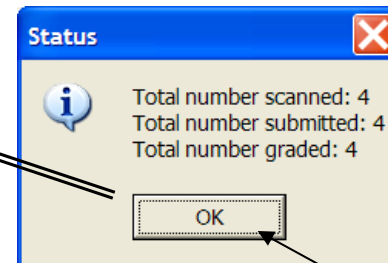
Scanning at a Campus Level (Cont.)

The documents will be scanned and the scanned information will appear on the screen. *NOTE: A 'double-bubble' will appear as an '*' or '?'. A skipped question will appear as a space.*

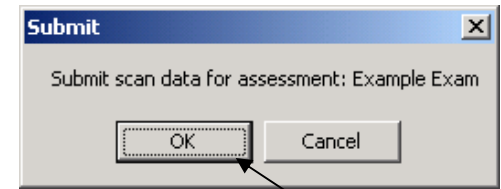
- Step H: After you have confirmed all of the scanned answers, **press the Submit Button**:
- Step I: The system will verify that you wish to submit for scoring. **Press 'OK'**.
- Step H: A message displaying details of the submit process will be displayed. Press 'OK' to close this window. The system will score the assessment and display the score next to the student name **(the student rows will turn to Green)**.



Step H



Step H



Step I

Help Hint: If a student DOES NOT turn green, then there was not a scan sheet that matched the student.

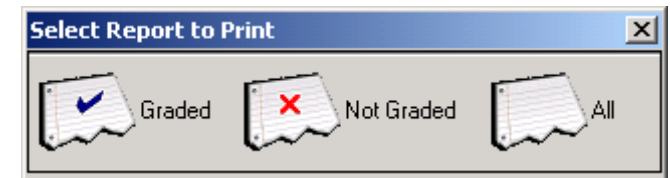
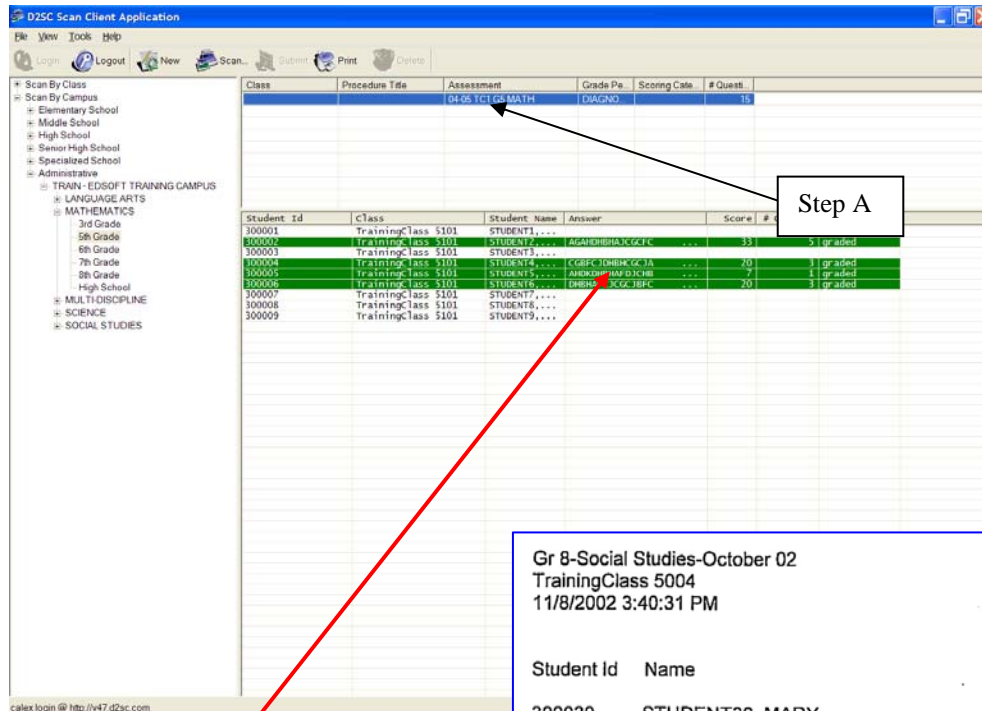
Help Hint: If a student DOES NOT turn green, then there was not a scan sheet that matched the student.



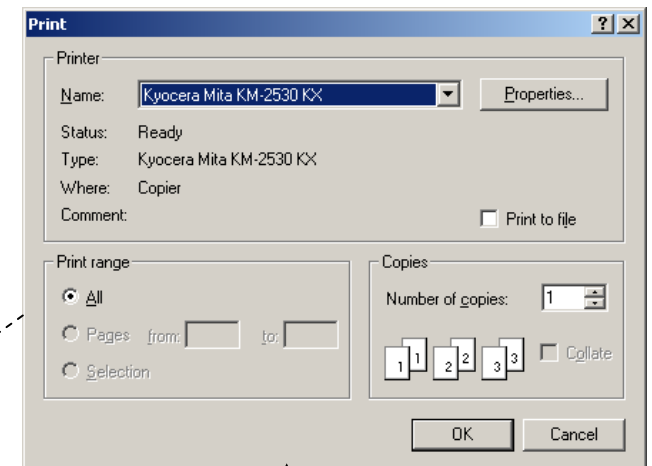
PRINTING A SUMMARY REPORT

Step 7: Printing a Report

- Step A: After you have submitted the assessment/test for scoring, you may print a report. **Press the Print Button.**
- Step B: Select the desired Report from the list provided
- Step C: Select the appropriate Printer and **press OK**. A report will print listing the student results.



Step B



Step C

Help Hint: You may also resort the columns prior to printing

Gr 8-Social Studies-October 02
TrainingClass 5004
11/8/2002 3:40:31 PM

Student Id	Name	Score
300030	STUDENT30, MARY	17
300031	STUDENT31, DAVID	17
300032	STUDENT32, MARY	23
300033	STUDENT33, DAVID	Not scanned
300034	STUDENT34, MARY	Not scanned
300035	STUDENT35, DAVID	Not scanned
300036	STUDENT36, MARY	Not scanned
300037	STUDENT37, DAVID	Not scanned
300038	STUDENT38, MARY	Not scanned
300039	STUDENT39, DAVID	Not scanned